

**BOARD OF EXAMINERS FOR NURSING HOME ADMINISTRATORS  
MINUTES**

Date: August 7, 2017

Time: 9:00 A.M. C.S.T.

Location: Poplar Room  
665 Mainstream Dr.  
Nashville, TN 37243

Members Present: Juanita Honeycutt, Board Chair  
Florence Weierbach, PhD, Vice-Chair  
Lakecia Harper, Secretary  
Cynthia Wheeler, NHA  
Barbara Trautman, Consumer Member  
Vincent Davis, Director of Health Care Facilities  
Nyda Bays, NHA  
Jano Janoyan, DO

Members Absent: Marilyn Key, NHA

Staff Present: Michael Sobowale, Unit Director  
Mary V. Webb, Board Administrator  
Kyonzte Hughes-Toombs, Deputy General Counsel  
Dorsey Luther, Disciplinary Coordinator, Office of Investigations  
Noranda French, Financial Officer

Guests: Linda Estes, Representative, Tennessee Health Care Association

**Call to Order**

Ms. Webb conducted a roll call vote. With a quorum present, Ms. Honeycutt, Board Chair, called the meeting to order at 9:03 A.M.

**Minutes**

A motion was made by Ms. Wheeler, seconded by Ms. Trautman, to approve the minutes of the June 5, 2017, Board meeting as written. The motion carried.

## **Office of General Counsel Report**

### **Litigation:**

Kyonzte Hughes-Toombs, Deputy General Counsel, reported that there are currently no open cases with the Office of General Counsel on Nursing Home Administrators.

The fee decrease rules are in process for the rulemaking hearing that was held on June 5, 2017. The new fee decrease will become effective on October 23, 2017.

### **Legislative Updates**

Michael Sobowale, Board Director discussed Public Chapter 240. The legislation will allow the issuance of limited licenses to applicants who have been out of clinical practice or inactive, or who are engaged in administrative practice. Limited licenses may be of restricted scope, restricted duration, and have additional conditions placed upon them in order to obtain full licensure.

A motion was made by Dr. Weierbach, seconded by Ms. Trautman, to have the Board Advisory Attorney, Ms. Kyonzte Hughes-Toombs, do a research on the issue of the Board issuing a temporary/limited license and present her findings to the Board. The motion carried.

### **Office of Investigations**

Dorsey Luther, Office of Investigations Interim Disciplinary Coordinator, reported the following to the Board: There were nine (9) open complaints in the Office of Investigations; four (4) are still being processed. She also reviewed the list of disciplined practitioners being monitored in her Office which showed that one (1) person was being monitored.

### **Financial Report**

Mr. Sobowale reported that the Fiscal Office will present the 2017 fiscal year-end financial statement at the November Board meeting.

### **Applicant Interviews/File Reviews**

#### **Administrator-in-Training (AIT) Applicants**

**A. Jaelyn Donohue**- Ms. Donohue was not present. Mr. Davis made a motion, seconded by Ms. Wheeler, to approve Ms. Donohue's application for a six (6) month AIT program. The motion carried.

**B. William Gray**- Mr. Gray was present. Dr. Weierbach made a motion, seconded by Ms. Trautman, to approve Mr. Gray's application for a six (6) month AIT program. The motion carried.

**C. Rebecca Kimble** - Ms. Kimble was present. At the June 5, 2017 board meeting, the Board voted to allow Ms. Kimble to have her college transcript evaluated by an educational credential evaluation agency of her choosing in the United States and present the result to the Board so that a determination can be made on whether to grant approval for her to go through a six (6) month AIT program. Ms. Kimble submitted a report from a credential evaluation agency to the Board by electronic mail. Subsequently, the Board received information from the educational evaluation agency which showed that the evaluation report issued on Ms. Kimble's educational credentials was different from the one submitted by Ms. Kimble to the Board in support of her application. The report the Board received from the agency also showed that Ms. Kimble's education was not substantially equivalent to that obtained from an accredited school in the United States.

After review and discussion with Ms. Kimble, a motion was made by Mr. Davis, seconded by Dr. Weierbach, to deny Ms. Kimble's application. The motion carried.

**D. Amy Miller**- Ms. Miller was not present. A motion was made by Ms. Wheeler, seconded by Dr. Weierbach, to approve Ms. Miller's application for a six (6) month AIT program. The motion carried.

**E. Samantha Thompson-Adams**- Ms. Thompson-Adams was not present. A motion was made by Ms. Wheeler, seconded Ms. Harper, to approve Ms. Thompson-Adams' application for a six (6) month AIT program. The motion carried.

**F. Donald Tyndall**- Mr. Tyndall was not present. A motion was made by Dr. Weierbach, seconded by Mr. Davis, to approve Mr. Tyndall's application for a six (6) month AIT program. The motion carried.

**G. Charla Zalewski**- Ms. Zalewski was not present. A motion was made by Dr. Weierbach, seconded by Ms. Wheeler, to approve Ms. Zalewski's application for a six (6) month AIT program. The motion carried.

#### Reciprocity Applicants

**A. Charles Mayer**- Mr. Mayer was not present. A motion was made by Dr. Weierbach, seconded by Ms. Trautman, to approve Mr. Mayer's reciprocity application. The motion carried.

**B. Hilary Royer**- Ms. Royer was not present. Ms. Wheeler made a motion, seconded by Ms. Harper, to approve Ms. Royer's reciprocity application. The motion carried.

#### Ratification of Initial Determinations

##### Initial Licenses

Amodi, Daniel  
Carver, Dillion  
Gehrke, Abigail  
Holland, Benjamin  
Malone, Casey  
Maxey, Mary

Phillips, Daniel

A motion was made by Dr. Weierbach, seconded by Ms. Trautman, to approve the list of initial licensees as presented. The motion carried.

**Reinstatements**

Cash, Patrick  
Shelton, Gayle  
Woods, Brian

A motion was made by Dr. Weierbach, seconded by Ms. Harper, to approve the list of reinstatement licensees as presented. The motion carried.

**Preceptors**

Dubert, Donni  
Vincent, Brandon  
Gaither, Buffy  
Jones, Jodie  
Nee, Stephen  
Santos, Armando Rex  
Spinks, Aaron  
Slivka, Dale Robert-Ian  
Gammon, Katy  
Harris, Gina  
Verna, Debra  
Voightmann, Kari  
Hall, Clint

The Board did not have any closed files to approve.

**Administrator's Report**

Mary V. Webb presented the Board Administrative report.

A. Statistical Report

The Board has 818 total active licensees as of August 2, 2017.

B. Licensing activities from May 22, 2017 through August 2, 2017:

|                               |
|-------------------------------|
| New applications received- 27 |
| New licenses issued - 7       |
| Reinstatements: 3             |

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|--|
| Number of paper renewals – 20          |
| Number of renewals on line - 62        |
| Number of licensees who retired - 2    |
| Failed to Renew/Expired Licensees - 10 |

The online renewals constitute a usage rate of approximately 76% of all renewals during this period.

#### C. Travel

As of October 1, 2016 the maximum hotel lodging increased to \$161.00 per night. The mileage remains .47 cents per mile. The meals remain \$44.25 per day for overnight stay.

#### D. Board Members

Ms. Webb welcomed the newly-appointed Board members, Dr. Jano Janoyan, DO, who replaced Dr. D’Amico, and Ms. Nyda Bays, NHA, who replaced Mr. Harold Walker, on the Board. Ms. Webb thanked Dr. D’Amico and Harold Walker for their many years of dedicated services on the Board. Ms. Honeycutt, Ms. Trautman and Dr. Weierbach were re-appointed to the Board.

All Board positions are currently filled.

#### **Attendance at Conferences and Meetings**

NAB Conference – A motion was made Dr. Weierbach, seconded by Mr. Davis, to approve two (2) board members and Mr. Sobowale to attend the National Association of Long-Term Care Administrator Boards (NAB) Conference from November 8-10, 2017 in Savannah, Georgia. The motion carried.

THCA Music City Conference - A motion was made by Ms. Trautman, seconded by Ms. Harper, to approve attendance for any Board member who wished to attend the Tennessee Health Care Association Conference from August 27-30, 2017 in Nashville, Tennessee. The motion carried.

#### **Health Care Facilities Waivers**

Poplar Point Health and Rehabilitation was approved for a waiver at the June 7, 2017 Board meeting by the Board for Health Care Facilities. Mr. Davis explained that the waiver is only good from the date of the Health Care Facilities Board meeting when the waiver was approved, and will expire at the next scheduled Board meeting, unless the facility can show that additional requirements have been submitted.

#### **Report on Conferences attended**

Mr. Davis attended the NAB Conference in June and reported that the meeting was very productive and informative. Presenters talked about the Health Services Executive (HSE) launch for the new examination and licensure qualification. Mr. Davis stated that at least thirty-five (35)

States are now on board, or, in those states that will require statute changes to implement this new exam NAB HSE qualification program, legislative activities have begun to that end. To earn the HSE qualification, a candidate will have to document their education, experience, and pass a comprehensive exam that covers the core of knowledge from all lines of service. In addition to the comprehensive core knowledge needed, a candidate can choose certification in any or all of the long term care modules - NHA, RCAL, and Home Community-Based Services. Ms. Kyonzte Hughes-Toombs stated that the Office of General Counsel would research the HSE credential guidelines to see how it is setup, and report her findings back to the Board.

In comments, Mr. Davis and Dr. Weierbach both agreed that Tennessee’s implementation of this nationally recognized HSE qualification program would ensure Tennessee Administrators qualify at a national level, and the portability of this qualification facilitates ease of hiring into the state with an immediate “go to work” ability.

**Adjournment**

There being no further business, a motion was made by Mr. Davis, seconded by Ms. Harper, to adjourn the meeting. The motion carried.

The meeting adjourned at 10:13 A.M.

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Juanita Honeycutt, NHA, Chair

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Date

**These minutes were ratified by the Board at the November 6, 2017 meeting.**